

Honorable Robert E. Hampton
Chairman
United States Civil Service Commission
Washington, D. C. 20415

Dear Mr. Hampton:

This is in reply to your memorandum of 7 October 1974 concerning action responsive to the President's directive that appointments and promotions in the career service must be made without regard to either politics, race, creed or sex.

Personnel management in this Agency is based on the principle that, in every appointment and promotion consideration, our personnel operations are truly apolitical. We have issued an Agency Notice to direct the attention of managers and supervisors to the President's memorandum. That Notice also reminds employees of the availability of our Inspector General to whom they can, without fear of reprisal, bring information when they believe that personnel laws or rules are being violated.

I evaluate the effectiveness of our personnel operations annually by appraising accomplishments in relation to specific goals in all significant areas of personnel management. This evaluation system directs particular attention to our goals in applying the principles of equal employment opportunity. We have published an Affirmative Action Plan to guide employees and all management echelons in the accomplishment of these EEO goals and I have repeatedly expressed my personal identification with these objectives. I did so most recently in a meeting on 7 November 1974 which was attended by all Agency executives who were available at Headquarters.

This Agency will participate fully in accord with any further initiatives undertaken by the Commission and I shall continue to insist that our personnel operations remain free of influence based upon politics, race, creed or sex.

Sincerely yours,

W. E. Colby
Director